

November 7, 2021

Subject: November 16, 2021 Steering Committee (SC)
Minutes

Meeting opened at 5:30 pm with Serenity Prayer.

Four Voting Members present: Linda G, District 4, Rita H, Treasurer, Dan B, IG Vice-Chair and Kevin Jr, IG Chair. Six voting members needed for quorum.

One Visitor present: Mike M, IG Office

October 26, 2021 SC Meeting Minutes not approved since quorum not present.

Treasurer Report provided but not approved since quorum not present. Over \$20,000 cash in bank because of revenue from Fall Banquet.

Finance Committee Report No issues.

Office Report Book sale in November slow. Treasurer and Finance Committee Chair to meet again to resolve software problem issuing payroll checks directly to staff members bank accounts. Office preparing list of new IT equipment for SC review. Current equipment over 7 years old. IT Vice Chair to contact Realtor to identify potential new office locations in January. Office space is plentiful. Owner of current office wants IG office to stay.

December Add A Line available for review November 30.

New Add A Line Editor to be voted at December IG BM since a paid position. IG Chair to recommend Beth E who has extensive newsletter experience and excellent style.

Motion to add Literature Committee in Bylaws postponed until December SC meeting.

No new District Alternate SC Representatives nominated by Districts. Districts 24 and 30 are only Districts with an alternate SC representative to date.

2022 Committee Budgets Finance Chair to provide 2021 Committee budgets and expenditures to Committee Chairs and request 2022 budgets.

2021 Florida State Convention Excess Revenue to IG and NE Florida Districts.

BB and 12/12 will not go on sale because GSO delaying reprinting. Sufficient copies in office but will order more this month.

When and Where Meeting List to be updated in January 2022. Office email blast and December Add A Line to extend update submittal to December 31. New When and Where will include District boundary map. Mockup to be provided by next SC meeting.

Office closed half day December 23 and all day December 31.

ByLaws and Office Procedures to be reviewed by SC for potential changes in January.

Meeting adjourned at 6:10pm with Lord's Prayer.

Next SC meeting on zoom at 5:30pm on Tuesday December 28, 2021. Meeting ID 881 4593 5259 PW 587098. Meeting adjourned at 6:10 pm.